

REGIMENTAL QUARTERMASTERKIND OF WORK

Responsible storekeeping work in the National Cadet Force.

Distinguishing Features of Work

An employee in this class is responsible for the store-keeping operations of the National Cadet Force. Work involves organising and controlling the activities of a large storeroom containing stores and equipment. Work also includes the supervision of a small group of subordinate personnel assigned to the storeroom. Work is received from a superior officer of the Cadet Force Division, through verbal and written communication and is reviewed through consultations, briefing sessions and regular inspections for compliance with regulations and established storekeeping practices.

Examples of Work

Plans, organises and supervises the distribution and maintenance of the main stores of the National Cadet Force, and ensures the safe custody of arms and ammunition.

Maintains appropriate records of stores and equipment including arms and ammunition; and prepares and submits periodic reports and returns.

Supervises a small group of subordinate workers assigned to the storeroom for purposes of delivery, lifting, unpacking and stocking of items.

Receives and issues supplies to all Cadet Units and at the Annual Camp of the Cadet Force.

Prepares and submits periodic reports and returns on the movement of stores and equipment.

Prepares and signs requisitions, invoices, delivery slips and other related documents.

Conducts regular inspections of the transport vehicles in use by the Cadet Force Division.

Performs related work as may be required.

Required Knowledges, Skills and Abilities

Considerable knowledge of storekeeping methods and procedures.

Considerable knowledge of the types and uses of a variety of stores and equipment of the Cadet Force.

Knowledge of small arms and ammunition.

Knowledge of government regulations and instructions pertaining to stores.

Ability to plan and supervise the work of a small storekeeping staff.

Ability to establish and maintain effective working relationships with Cadet Force personnel and the public.

Minimum Experience and Training

Some experience in the keeping and handling of military stores, and training as evidenced by the possession of Caribbean Examinations Council (C.X.C) Ordinary Level passes in five (5) subjects including English Language and Mathematics, supplemented by an appropriate in-service training course in military stores; or any equivalent combination of experience and training.

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